

## DESIGN REVIEW, MASTER DEVELOPMENT PLAN, PRELIMINARY SEPA and VARIANCE APPROVALS

**Design Review:** Review of a proposed project to ensure that site development, structures, and signs conform to the design criteria and requirements of that particular land use district. **(LD)**

**Master Development Plan:** Review the site development and building envelope components of a phased development proposal to ensure conformance with the Comprehensive Plan, consistency with the design guideline, and compliance with the development standards and requirements. **(LP)**

**Preliminary SEPA:** State Environmental Policy Act (SEPA) threshold determination when not associated with another permit, as determined by the environmental coordinator. **(LM)**

**Variance:** Permission to vary from the *Bellevue City Code* or the *Land Use Code*. Required for noise exceptions where no other development permits exist. Also includes one-time exception for intrusion into a riparian corridor on a single-family lot. For Construction Noise Variance, see sheet #38, *Exceptions to Noise Limits/Hours*. **(LS)**

**Land Use Code Exemption, Minor:** An activity, structure, minor addition, or site modification to a previously approved project or decision exempt from further Design Review as determined by the director—such as an awning; canopy; fence; mechanical equipment screening; exterior color, material, or minor window/door location; skylight; stairs; flagpole; chimney; deck; or substitution of landscape materials. **(LJ)**

**Land Use Code Exemption, Major:** An activity, structure, or site modification exempt from further Design Review as determined by the director—such as facade redesign or replacement; adjustments to site access, parking layout, master sign plan, or landscape area; modifications of the conditions of a previously approved project or decision; or expansion of use. **(LJ)**

**APPLICATION DOCUMENTS:** Submit the document copies specified for your application type.

Initial for waiver by City of Bellevue Planner		Design Review*	Master Development Plan	Preliminary SEPA	Variance	Land Use Code Exemption Minor or Major
	This Chart	1	1	1	1	1
	Application	1	1	1	1	1
	"Bill To" Form	1	1	1	1	1
	Preapplication Conference Letter	1	1			
	Boundary & Topographic Survey	4	4	5	2	
	Site Plan A					2
	Site Plan B <sup>A</sup>	5	5	5	3	
	Vicinity Map (8 1/2" x 11")			5		
	Floor Plan	2	2		2	
	Building Elevations <sup>A</sup>	5	5	5	2	2
	Preliminary Clearing & Grading Plan	4	4	5		
	Road Plan	4	4			
	Preliminary Landscape Plan <sup>B</sup>	5	5	5		Footnote B
	Description of Proposal & Design Intent <sup>C</sup>	1	1	5		

\* For Downtown projects the land use planner will provide detailed submittal requirements with the preapplication letter.

		Design Review	Master Development Plan	Preliminary SEPA	Variance	Land Use Code Exemption Minor or Major
	Sign Master Plan	1				1
	Statistical Information Sheet				1	
	Exterior Lighting Plan	1				
	Preliminary Street Lighting Plan	2	2			
	Geotechnical Report	2	2			
	Environmental Checklist	3	3	3		
	Written Description of Proposal <sup>C</sup>	1	1			1
	Amenity Plan and Amenity Chart <sup>C</sup>	1	1			
	Bird's Eye Perspective <sup>C</sup>	1				
	Noticing Requirements	Footnote D	Footnote D		Footnote D	
	Bldg Materials & Color Samples <sup>C</sup>	1				1
	Narrative Addressing Variance Criteria				1	
	Other Requirements	Footnote E  Wetland Report may be required (2 copies)	During review you may be asked to submit a Transportation Impact Analysis, a Geotechnical Report, a Wetland Report, a Coal Mine Report, etc.	During review you may be asked to submit a Transportation Impact Analysis, a Geotechnical Report, a Wetland Report, a Coal Mine Report, etc.	Footnote E	
	Fees	Permit Processing provides current fee information (425-452-4898). <b>Fees are due at submittal</b> ; additional fees may be due at issuance and/or in monthly billings.				

#### Footnotes

- <sup>A</sup> Show on Site Plan B all existing and proposed utilities, Building Elevations and the proposed location(s) for all signs. Provide conceptual details of the number, sizes, and the design, including overall dimensions. All signs must be obtained by separate permit and meet the *Bellevue Sign Code* (BCC 22B.10).
- <sup>B</sup> Preliminary Landscape Plan only required when there are changes to landscaping, **3 copies**.
- <sup>C</sup> See sheet #18 for details.
- <sup>D</sup> The City of Bellevue provides mailed noticing (including labels) to all property owners with 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site for projects requiring Design Review. The applicant will pay \$210 per sign.
- <sup>E</sup> Reviewer will contact you prior to final approval to submit **2 sets** of original drawings reduced to 8 ½" x 11".

#### Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas) additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711.